



IMPORTANT ORDERING DEADLINES

ITEM NAME	DEADLINE DATE	RETURN TO
Balance Due Invoice – Houston Auto Show	Nov 17, 2023	Houston Auto Show
Shepard's Order Forms	Jan 3, 2024	Shepard Exposition Services
Approval for Overhead Lighting Installation	Jan 3, 2024	Shepard Exposition Services
Audio/Visual	Jan 10, 2024	J&S Audio Visual
Telephone Services Order Forms	Jan 10, 2024	Smart City Networks
Electrical Services Order Forms	Jan 10, 2024	Freeman Electric & Plumbing
NRG Center – Parking/Cleaning/Porter Services Order Forms	Jan 10, 2024	NRG Center
Exhibit Booth Security Order Forms	Jan10 2024	NRG Center
Advance Freight Cut-Off Date	Jan 19, 2024	Shepard Exposition Services